

REFUNDS OF CURRENT BIENNIUM EXPENDITURES IN PEOPLESFT DEPOSITS

For most deposit lines, agencies will be using the entry event field. However, those are only used for revenue accounts. To record a refund of an expenditure:

Leave the Entry Event field blank. Enter 105251 (Cash at BND) in the Account field. Enter Fund, DeptID and Amount. Enter any applicable project information.

The screenshot shows the PeopleSoft Journal Entry interface. The 'Unit' is 11000, 'Journal ID' is NEXT, and 'Date' is 09/29/2004. The 'Process' dropdown is set to 'Edit Journal'. The 'Lines' tab is active, showing a table with one line:

Select	Line	Entry Event	Account	Oper Unit	Fund	DeptID	Class	Projects	Amount
<input type="checkbox"/>	1		105251		001	1000		Projects	275.00

Below the table, the 'Totals' section shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	1	0.00	0.00	I	N

Buttons for 'Save', 'Rekey', 'Refresh', 'Add', 'Update/Display', and 'Process' are visible at the bottom.

Click on the to add a row. The new row will have some fields copied down from the previous line. Enter the expenditure account for the refund in the Account field. Ensure all other fields are the same as in the first (cash) row, and that the Amount is now a negative. You **must** also enter an Operating Unit and a Class in the expenditure line.

The screenshot shows the PeopleSoft Journal Entry interface with two lines:

Select	Line	Entry Event	Account	Oper Unit	Fund	DeptID	Class	Projects	Amount
<input type="checkbox"/>	1		105251		001	1000		Projects	275.00
<input type="checkbox"/>	2		623005	110	001	1000	11030	Projects	-275.00

The 'Totals' section now shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
11000	2	275.00	275.00	I	N

Buttons for 'Save', 'Rekey', 'Refresh', 'Add', 'Update/Display', and 'Process' are visible at the bottom.

You can add more refund rows, or revenue rows. Proceed according to the manual.